1. Open Word
2. Select File🡪Options🡪Language
3. Click “Add additional editing languages” dropdown and select “Arabic (Algeria)”
4. Click OK for any warning messages and then click OK to save the change.
5. Close all instances of Word
6. Open Word
7. Create a 3 page document
8. Select File🡪Options🡪Display and check the “Show all formatting marks” checkbox and click OK
9. Under the View tab, in the Zoom section, click the “Two Pages” button
10. Under the Home tab, in the Paragraph section, click the “Right-to-Left Text Direction” button

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